



## LIBRARY OF VIRGINIA

### LIBRARY DEVELOPMENT & NETWORKING EDUCATION INTERN UNPAID INTERNSHIP OPPORTUNITY – SPRING SEMESTER 2020 LIBRARY DEVELOPMENT & NETWORKING DIVISION

#### JOB DESCRIPTION

The Library Development and Networking Division (LDND) provides direction, assistance, advice, and counsel to and oversight of public and other libraries as part of LVA's provision and preservation of unique and comprehensive information resources and services for the citizens of the Commonwealth.

As an intern at the Library, the selected candidate will have the opportunity to learn from and work alongside the LDND Director and Children's and Youth Services Consultant to:

1. Prepare and contribute lesson plans to the state wide database on STEM activities for learners of all ages;
2. Develop and update book lists to support programming; and
3. Support the Children's and Youth Services Consultant in programmatic development and implementation, including but not limited to 1000 Books Before Kindergarten, Nature BackPacks, STEM Kits, and Skill Toy sets.

The selected candidate's specific internship program will determine the required hours; however, **the intern must be able to complete the required hours between Monday and Friday, between the hours of 9:30 AM and 3:30 PM, for no more than 10-20 hours per week.** This internship will end late May/early June 2020.

#### TO PARTICIPATE IN THE LIBRARY OF VIRGINIA'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA

- Applicants must be able to complete the internship program and attend orientation on designated date and time; and
- Applicants must be eighteen years of age or older and actively enrolled in an accredited university or college.

#### KEY QUALIFICATIONS

- Currently enrolled in an undergraduate or graduate degree program from an accredited college or university;
- Possess a basic knowledge of children's literature;
- Possess research competence;
- Excellent organizational skills;
- Excellent oral and written communication skills;
- Ability to work in a team environment, listen well, and work with others;
- Applicants enrolled in an education degree program are highly desirable;
- A GPA of 3.0 or higher is preferred; and
- Applicants seeking the internship for course or academic credit are preferred.



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### TO APPLY

Candidates must submit a Virginia state application for position #IN005 online at <https://virginiajobs.peopleadmin.com>. **Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check.** A record of criminal history does not automatically bar an applicant from consideration. Reference checks will be conducted.

To be successful in this internship, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act. **An EEO/AA/ADA Employer**